

Transition Data Collection

Transition data is reported for each student who earned a regular high school diploma or alternative high school diploma prior to the end of the regular school year (June 30, 2015).

If the student earned a diploma while enrolled in summer school, they will not be on the transition report because there are no summer calendars. For these cases, the graduation date may need to be set to the last day of the 2014-15 calendar in order to be listed on the transition report and note in the IC system that the student graduated during the summer session.

If the diploma date is not within the schools 2014-15 calendar, the diploma date may need to be set to the official last day of school in order for the student to be included in the transition report.

In addition, a student who dropped out and subsequently earned a GED prior to October 1 will be reported on the transition report if the student's graduation tab is complete. If the graduation tab is not complete, the student will show on the dropout report.

The purpose of tracking transition data is to determine the degree to which Kentucky graduates are able to make a successful transition to adult life as required by Kentucky law. The term **'Graduate'** refers to any student receiving a regular high school diploma, GED from a district or state approved program, or alternative high school diploma (special education) between the opening day of the 2014-15 school year and the day prior to the opening of the 2015-16 school year.

Successful Transition to Adult Life Definitions

A. A graduate shall be considered successful if he or she is:

1. Enrolled as a full-time student at a postsecondary school (a minimum of 12 units per semester);
2. Employed at least 30 hours per week in a permanent position; employment includes paid work (self-employed or for a business), caring for children/family in the home, community service, or religious duties;
3. An active member of the United States military; or
4. Involved in any work/school combination adding up to at least 30 hours per week.

B. High schools must verify the status of each 2014-15 graduate. School personnel can use the information provided by seniors on the Senior Transition Survey completed in the spring of 2015 as a lead in verifying the status of each graduate.

C. Work (employment) includes:

1. Paid employment;
2. Employments as intern, apprentice, missionary, or volunteer in community service;

3. Unpaid labor in family business (such as a family farm);
4. Caring for home/family; or
5. Seasonal employment if it is cyclical rather than temporary.

D. Work (employment) does not include:

1. Temporary short-term employment;
2. Seasonal employment on a one-time basis (not cyclical);
3. Taking care of home/family due to unemployment; or
4. Travel primarily for recreation.

E. If a graduate is working and going to school, the following table should be used in determining whether the student is considered successful for accountability purposes. "School/Work combination" is one of the categories for the status of a graduate. This category should be used to indicate a successful work-school combination as shown in the following table:

Minimum School/Work Requirements for Successful Graduates

SCHOOL COURSE LOAD	+	MINIMUM WORK PER WEEK	EXAMPLES OF SUCCESSFUL GRADUATES
Full-time:			
12 semester units (6 quarter units)	+	None required	Full-time student in college, vocational, technical, or special school.
Part-time:			
9-11 semester units	+	5.0 hrs.*	Part-time student taking 10 units of college courses and working in a cafeteria 6 hours per week.
6-8 semester units	+	12.5 hrs.	Part-time student taking 6 units of courses in technical school and working 14 hours in an auto repair shop.
3-5 semester units	+	20 hrs.	Part-time night student taking 5 units of courses and working at least 20 hours at a day job.
1-2 semester units	+	25 hrs.	Graduate cares for family/home at least 25 hours per week and takes 2 units at local college.
Not in school	+	30.0 hrs.	Gainfully employed at least 30 hours per week.

* EXAMPLE: A high school graduate enrolled in 10 semester units of courses is fulfilling 10 of the required 12 semester units, which is 5/6th of what is necessary to be considered

successful. The remaining 1/6th can be accomplished by 5 ($5/30 = 1/6$) hours of work per week ($5/6$ course load + $1/6$ workload = 100%).

Inclusion of Students with Disabilities in the Measure of the Percentages of Students Making Successful Transitions to Adult Life

With the exception of students who are eligible for participation in the Alternate Assessment, schools that serve students with disabilities will be held accountable for these students' successful transition to adult life using the same standards applied to calculate this nonacademic indicator for all other students.

Students eligible for the Alternate Assessment may be considered to have made successful transitions to adult life if they:

- A. Make a successful transition to adult life as defined for the regular population of students; or
- B. Enroll as a full or part-time student (no less than ten hours per week), at a post-secondary vocational school or adult education program preparing students for integrated work; or
- C. Work in an integrated setting (for at least 10 hours per week) where the majority of workers are not disabled and/or are participating in supported employment (*P.L. 99-506 defines supported employment as competitive work in an integrated work setting with ongoing support services for individuals with severe disabilities*).

Graduates transitioning to **community rehabilitation programs** shall be considered successful if the post-secondary training/employment takes place in an integrated environment.

Documenting the Status of Graduates

In order for this process to be successful, school personnel responsible for verification will need to use their best judgment to make some of the more difficult determinations of graduate status. For example, if a graduate has secured a full-time job but employment doesn't begin until December 1, the student should be considered successful. However, a graduate would not be considered successful if at the time of verification, the student had found a four (4) week only temporary job.

Please follow these guidelines when reporting successful transition to adult life data:

- A. Each high school or district will need to select personnel responsible for tracking and verifying the status of all 2014-15 high school graduates.
- B. Trackers may use the information provided by seniors in the *Senior Transition Survey* that was completed in the spring 2013 to help verify graduates. Each completed survey should provide the former student's address; home phone number, and the name and phone number of someone who was expected to stay in contact with the graduate.
- C. If this information proves to be inadequate, check other school records for additional information. There may be an address, telephone number, or other information that can be used to track the graduate.

- D. If the tracker is unable to contact the graduate, the status of a high school graduate can be verified by:
1. A family member (parent/guardian, grandparent, sibling, aunt, etc.) at least 14 years of age who knows the status of the graduate;
 2. A responsible neighbor, friend, or local community member at least 14 years of age who knows the whereabouts of the graduate;
 3. The employer for whom the graduate is working;
 4. The post-secondary school, college, or university in which the graduate is enrolled; or
 5. The military service in which the graduate is enlisted.
- E. Verification can take place in person, by telephone, fax, or written letter of confirmation with individuals or groups described above.
- F. Once the status of a graduate has been successfully verified, the tracker should complete the last section of the *Senior Transition Survey*. The confirmed transition status is entered on the graduation tab in IC. Schools should retain completed surveys for record-keeping purposes; surveys may be used as evidence during scholastic audits.

Transition to Adult Life Codes

<u>SUCCESSFUL</u>	
1	College - in KY (<i>at least 12 semester units</i>)
2	College - out of KY (<i>at least 12 semester units</i>)
3	Vocational/Technical/Special School (<i>full-time</i>)
4	Military Service (<i>full-time</i>)
5	Employment (<i>at least 30 hours per week</i>)
6	Work-school combination (<i>at least 30 hours per week combined</i>)
<u>UNSUCCESSFUL</u>	
7	Unsuccessful (<i>including un- or under-employed graduates and graduates who could not be found or verified</i>)
<u>NON-CLASSIFIED</u>	
8	Deceased

Transition Report Instructions in Infinite Campus

1. Under Index, open KY State Reporting
2. Click on Transition Report
3. Extract Type should be Transition
4. Format is best in CSV
5. In the Select Calendar Box, Choose your School Calendar for active year (most start with 15-16)
6. Click either Generate Report or Submit to Batch (Best to Submit to Batch if in a large district/school)
7. If you click Generate Report you will then be given a warning error page and will have the option to this click on the Click Here button to generate the report

Validation Report for Transition Instructions in Infinite Campus

This report will allow you to check to ensure you have entered transition data on all eligible students.

1. Under Index, open KY State Reporting
2. Click on Transition Report
3. Extract Type should be Validation Report
4. Format will be HTML
5. In the Select Calendar Box, Choose your School Calendar for active year (most start with 15-16)
6. Click either Generate Report or Submit to Batch (Best to Submit to Batch if in a large district/school)
7. If you click Generate Report you will then be given a warning error page and will have the option to this click on the Click Here button to generate the report